

MISSISSIPPI HIGHWAY SAFETY FUNDING GUIDELINES FY 2015



Department of Public Safety
Division of Public Safety Planning
Office of Highway Safety

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Mississippi Office of Highway Safety

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Email: mohs@dps.ms.gov

Website - <http://www.dps.state.ms.us>

Schedule for Application Process:

- **Deadline for submission of initial electronic application is February 28, 2014.**
- **All applicants will be notified of application results no later than June, 2014.**

Purpose of the Funding Guidelines

The purpose of this document is to outline the specific criteria to be followed in the preparation of highway safety applications for funding. The manual provides direction and guidelines to assist state and local agencies in obtaining federal funding support for their highway safety programs.

The Mississippi Office of Highway Safety (MOHS) receives annual funding under the Highway Safety Act of 1966, State and Community Highway Safety Grant Program currently operating under the new authorization Moving Ahead for Progress in the 21st Century (MAP-21). The funding was established to provide financial assistance to states to stimulate the development of traffic safety projects at the state and local levels. The funding is received from the National Highway Traffic Safety Administration (NHTSA) and the Federal Highway Administration (FHWA) to the state to support highway safety programs. The success of the programs is determined by the efforts and interest demonstrated by the state and local agencies with traffic safety responsibilities.

Annually, the State produces a Highway Safety Plan (HSP), which provides for statewide initiatives, directs activity toward resolving identified traffic safety problems, and establishes statewide goals and objectives for highway safety. The planning process incorporates the solicitation of applications or proposals (through the problem identification process) for highway safety activities from state agencies and political subdivisions to ensure a statewide effort that will satisfy state highway safety objectives. Applications for funding submitted for traffic safety activities are not restricted to any dollar value but must provide evidence of being cost effective. Applications must state in detail the goals of the project, the problem to be addressed, and the associated activities.

These guidelines are provided to assist the applicant agency in developing traffic safety activities, eligible for federal support and aid in reaching state highway safety goals and objectives. Programs, projects and funding **begin October 1st and end September 30th**, unless specified otherwise by MOHS.

Available Applicant Criteria and Program Areas:

Eligible Applicants: All law enforcement jurisdictions, State agencies, Judicial Colleges/Universities, Non-profit Organizations & Community Organizations

Eligible Program Expenses: Full time and/or part time salaries, overtime, fringe (FICA & Retirement employer's portion), Training, Travel, Equipment, Supplies, Contractual services and Indirect Costs.

Programs:

Alcohol High Visibility & High Fatality (AL/Drugs) - High Visibility is enforcement agencies working to reduce alcohol & drug related fatalities on our roadways. High Fatality is judges and prosecutors working to adjudicate repeat offenders thereby reducing overall alcohol related fatalities, increase education and training necessary for the greatest impact in the largest single highway safety problem.

Occupant Protection (OP) - The use of high visibility enforcement during national campaigns (Click It or Ticket) as well as other special events and holiday periods in an effort to increase the usage rate through the enforcement of state restraint laws. To educate the public on the importance and proper use of child restraints to reduce the severity of injuries and the number of fatalities resulting from vehicle crashes and to measure the results of enforcement and educational programs by conducting surveys and evaluating the results. Child Passenger Seat Technician (CPST) Training, Public Education, Community Outreach, & Seat Belt Survey.

Police Traffic Services (PT) - The traffic enforcement necessary to directly impact fatal and injury crashes which includes all aspects of traffic enforcement (Impaired Driving, Occupant Protection and Speed), public education, training and outreach.

Traffic Records (TR) - The collection, analysis and dissemination of crash, citation, as well as, all other electronic data systems related to highway safety which assist and increase the capability for identifying and alleviating highway safety problems. Centralized Data Systems, Data website, Electronic Data Entry/Collection/Reporting System such as eCite, eGrant, etc. Program activities must be specific to highway safety information.

Alcohol Countermeasures (AL) - Alcohol projects such as DUI enforcement, DUI Prosecution, DUI Judicial training, public education and outreach. These funds are strictly for alcohol only related activities, programs and projects.

Outreach and Public Education: Outreach and Public Education projects are to reach the public on highway safety issues across the State. Reach the public through projects on seat belt safety, impaired driving and any other program designated by MOHS. Youth Programs, Community Outreach, & Educational/Training Conference.

Instructions for the Completion of Application

All application packets will be sent to applicants electronically via email and also available on our state website at <http://www.dps.state.ms.us>. Completed applications must be submitted to the MOHS in the same format via email to mohs@dps.ms.gov. Information about the program and assistance in filling out an application may be obtained by contacting the MOHS at the following address:

MS OFFICE OF HIGHWAY SAFETY
1025 Northpark Drive
Ridgeland, MS 39157
Telephone - 601.977.3700; Fax - 601.977.3701;
Office Manager to: mohs@dps.ms.gov
<http://www.dps.state.ms.us>

**** NOTE: When submitting the application to the MOHS, please include in the “Subject Line” the agency name, type of funding applying for (AL, OP, PTS, etc.) and the name of the Program Manager (if the grant is a continuation grant).**

Data and Statistical Information:

Traffic Safety Statistics:

Mississippi traffic safety statistics can be accessed online at the Department of Public Safety's Data Lab - <http://psdl.ssrc.msstate.edu/wp/>. Reports can be generated by specific agency and time period.

State Traffic Safety Information (STSI):

Accessed online at the National Highway Traffic Safety Administration's (NHTSA) website.

<http://www-nrd.nhtsa.dot.gov/departments/nrd-30/ncsa/STSI/USA%20WEB%20REPORT.HTM>

The above links will take you to the STSI homepage in the Fatality Analysis Reporting System portion of NHTSA's website where you must select the state of Mississippi to access the statistical data. This information can be used for your agency problem identification within the application and will be needed to complete the grant application.

Various areas within the application contain charts with formulas, which will allow applicant to create charts that can be personalized with information provided. Charts will need to be double clicked to open up.

The item numbers on the left correspond with those on the application. Please follow all instructions carefully. Note: Hard copy with original signatures will be requested by MOHS upon final approval.

• Application-General Information:

Complete all applicable information as defined within this section.

• Problem Identification

Complete all requested information within this section.

- Problem Statement: Provide detailed information on the problems within your agency and why you are seeking federal funding for FY15.
- Crash Data: To open data section, double click on the chart and the chart will open. Fill out all information available. The chart will calculate all data for you. When finished click to the side of the chart and it will populate all the data you have included and close the data section. Data can be found at the above listed websites in the "Data and Statistical Information" section of the Funding Guidelines.
- Law Enforcement and Public Information and Education: To open data sections, double click on the chart and the chart will open. Fill out all Information Available. The chart will calculate all data for you. When finished click to the side of the chart and it will populate all the data you have included and close the data section.
- Jurisdiction: Complete all requested information within this section.
- Location: Complete all requested information within this section.

- **Proposed Countermeasures**

This section must be completed for all project applications. Please provide a description of how the agency will countermeasure the problems stated in the problem identification sections.

- Goals, Performance Measures and Tasks: Please use the following format.

Goals: What goals will your agency accomplish during the FY15 grant year?

Performance Measures: How will your agency measure the performance during the FY15 grant year to accomplish the goal set?

Tasks: What tasks will your agency perform to reach your performance measure and reach the goals for the FY15 grant year?

NOTE: If applicants will be performing saturation patrols or checkpoints, please provide the grant funded numbers that will be performed during the year.

Saturation Patrols: Saturation patrols involve an increased enforcement effort, targeting a specific areas, to identify and arrest the impaired driver (DUI Saturation Patrols) or identify seatbelt violations (OP Saturation Patrols). Multiple agencies often combine and concentrate their resources to conduct saturation patrols.

Checkpoints: Checkpoints are defined as law enforcement officials that evaluate drivers for signs of alcohol or drug impairment (DUI Checkpoints) or seatbelt usage (OP Checkpoints) at certain points on the roadway. Vehicles are stopped in a specific sequence, such as every other vehicle or every fourth, fifth or sixth vehicle.

The frequency with which vehicles are stopped depends on the personnel available to staff the checkpoint and traffic conditions.

- Program Coordination and Information Sections: Complete all requested information within these sections.
- Law Enforcement/ Public Information and Education: Complete all requested information within this section.
- Proposed Project Staff Responsibilities: Complete with all information on proposed project staff that will be funded with grant funds. To open the chart, double click and fill in information and the chart will populate all information.
- Proposed Project Staff Chart: Double click on the chart and the chart will open. Fill out all information available. The chart will calculate all data for you. When finished click to the side of the chart and it will populate all the data you have included and close the data section.
- Prosecution and Adjudication: Complete all requested information within this section. (Law Enforcement and Outreach-Where Applicable)
- Public Information and Education: Complete all requested information within this section.

- Policy: Complete all requested information within this section. Please attach a copy of all current policies that your agency currently has and submit with the Application.

- **Required Performance Reporting Evaluation**

This section must be completed for all project applications. Check all that apply.

- **Training**

Identify all training needs necessary for the successful implementation of the program. Training identified in this section must be allowable under proposed program funding source. Allowable funding source(s) for specific training as follows:

1. Standardized Field Sobriety Testing (SFST) –AL, AL/Drug, PT.
2. SFST Refresher Course –AL, AL/Drug, PTS
3. Crash Reconstruction – PT
4. Advanced Crash Reconstruction –PT
5. Advanced Roadside Impaired Driving Enforcement (ARIDE) –AL/Drug, PT
6. Drug Recognition Expert (DRE) –AL/Drug, PT
7. Mobile Video - AL, AL/Drug, PT
8. Crash Data Software –PT
9. Child Passenger Seat (CPS) Technician Training –OP

- **Travel**

Each section is formulated to automatically calculate totals. List all proposed travel and expenses that the project anticipates. Double click on the chart and the chart will open. Fill out all information available. The chart will calculate all data for you. When finished click to the side of the chart and it will populate all the data you have included and close the data section.

- **Distribution Plan for Promotional Items and Detailed Distribution Plan Information**

This section must be completed for all project applications that plan to request items from MOHS for distribution. List all proposed events, items being requested, number of items per event and the purpose of the event.

- **Equipment**

Double click on the chart and the chart will open. Fill out all information available. The chart will calculate all data for you. When finished click to the side of the chart and it will populate all the data you have included and close the data section.

Also provide detailed description of how the equipment will be used during FY15 for the grant purposes.

If equipment being requested is valued at over \$5,000.00, please include all quotes for equipment, descriptions and a thorough explanation/justification of how the equipment will be used and how it will benefit the program.

- **Budget Summary-Total Only**

This section must be completed for all project applications. This section is for total amount of application only.

- **Budget Detail**

List all proposed expenses that the project anticipates, along with positions being requested, hours worked, pay rate, etc. Please include salary, fringe, travel, equipment, etc.

- **FY15 Proposed Tasks by Quarter**

This section must be completed for all project applications. Please use the format in the Goals, Performance Measures and Tasks section of the application. Add any additional criteria that are proposed for the grant year.

If there are items that are not applicable to the applicant, please remove all items that will not be performed during the upcoming grant year for the agency.

NOTE: If applicants will be performing saturation patrols or checkpoints, please provide the grant funded numbers that will be performed during the year.

Saturation Patrols: Saturation patrols involve an increased enforcement effort, targeting specific areas, to identify and arrest the impaired driver (DUI Saturation Patrols) or identify seatbelt violations (OP Saturation Patrols). Multiple agencies often combine and concentrate their resources to conduct saturation patrols.

Checkpoints: Checkpoints are defined as law enforcement officials that evaluate drivers for signs of alcohol or drug impairment (DUI Checkpoints) or seatbelt usage (OP Checkpoints) at certain points on the roadway. Vehicles are stopped in a specific sequence, such as every other vehicle or every fourth, fifth or sixth vehicle.

The frequency with which vehicles are stopped depends on the personnel available to staff the checkpoint and traffic conditions.

- **MOHS/NHTSA Agreement of Understanding and Compliance**

The Agreement of Understanding and Compliance documents will be attached within the Grant Agreement. The Applicant will be required to sign all compliance documents upon receipt of the finalized Grant Agreement between the State, MOHS and applicant. The following compliance agreements will included in the Grant Agreement.

State and Federal Certifications and Assurances

- I. REIMBURSEMENT OF ELIGIBLE EXPENSES
- II. ON-SITE MONITORING AND EVALUATION
- III. PROPERTY AGREEMENT
- IV. STAFFING
- V. GENERAL PROJECT REQUIREMENTS
- VI. UNALLOWABLE COST

- VII. NONDISCRIMINATION
- VIII. THE DRUG-FREE WORKPLACE ACT OF 1988 (41USC 8103)
- IX. BUY AMERICA ACT
- X. POLITICAL ACTIVITY (HATCH ACT)
- XI. CERTIFICATION REGARDING LOBBYING
- XII. RESTRICTION ON STATE LOBBYING
- XIII. CERTIFICATION REGARDING DEBARMENT AND SUSPENSION
- XIV. POLICY ON SEATBELT USE
- XV. POLICY ON BANNING TEXT MESSAGING WHILE DRIVING
- XVI. ENVIRONMENTAL IMPACT

Additional MOHS Program Compliance Documents

The MOHS will include all program compliances documents in the FY15 Grant Agreement documents.